

# Job Announcement

## Overview

### Title

Second Cook

### Announcement Number

OMAO-SHIPS-2C-2021-EX-001

### Salary

\$40,759.00 to \$42,849.00

### Open and Closing Dates

January 15, 2021 to October 29, 2021

### Pay Plan

WM

### Series and Grade

9973-00

### Appointment Type

Excepted Service

## Who May Apply

Open to all qualified United States citizens who are not currently employed with NOAA as wage mariner employees. Relocation expenses are not authorized for this position.

## Duties

The Second Cook will be responsible to clean, prepare, and cook in accordance with planned menus, assuring meals are fresh and hot at serving time. Assist with baking duties; prepare night lunches and box lunches for field parties and watch standers.

Maintains mess and galley, food preparation equipment, storage areas and cooking equipment in a clean, orderly and sanitary condition including washing dishes, utensils, pots, pans, and glassware.

Assist in estimating provisions; assist in purchases and inventory of stores to include, galley equipment and utensils; report to the Chief Steward if necessary, the need for any repairs and replacements of galley equipment and utensils. Assists in the receipt, handling and storage of mess provisions and other department supplies.

Prepare tables for meals and cleans up after meals. Disposal of galley and mess garbage promptly and properly; and carrying out all environmental protection and pollution regulations. Ensure, after each meal, that garbage and trash are disposed of in accordance with environmental regulations and that garbage cans are sanitized, lined with plastic bags and covered when not in use;

Check all switches and electrical equipment, and the main switch to the deep-fat-fryer, to ensure they are in an "off" position when not in use.

Adhere to all sanitation procedures such as keeping hands/fingernails and personal appearance neat and clean at all times.

Second Cook will perform laundry duties as directed.

Be responsible for learning the location and use of all firefighting and damage control equipment in galley areas and become proficient in use of same.

Have complete knowledge of responsibilities and duties of all drills held aboard ship.

Performs other mission-related duties as assigned.

## Minimum Eligibility Requirements

### LICENSING AND/OR CERTIFICATION REQUIREMENTS:

Must possess a United States Coast Guard Merchant Mariner Credential with Entry Level ratings (OS/Wiper, SU).

Must possess ServSafe – Food Protection Manager Certificate or equivalent.

Must possess a United States Coast Guard Merchant Mariner Credential with Medical Certificate.

AND

One year (12 months) of cumulative service as General Vessel Assistant (Messman) in the Steward Department, **OR** successful completion of the Basic Culinary course **OR** Current Certification as an Certified Sous Chef or higher from the American Culinary Federation (ACF).

## Conditions of Employment

As a conditional of employment, your position will be a Mixed Tour position. Mixed Tour of duty is a combination of full time, part time and intermittent work schedules which allows the best utilization of resources based on the

work requirements of the organization. You will be required to sign a Mixed Tour Agreement.

Once selected, you may be sent to any vessel nationwide. There is no guarantee that you will be assigned to any particular vessel or geographic location, however, your duty location will be determined by your home of record or ship's home port. Duty locations are Norfolk, VA; Charleston, SC; Woods Hole, MA; Pascagoula, MS; Newport, OR; Kodiak, AK; Ketchikan, AK; San Diego, CA; Honolulu, HI; Newport, RI; New Castle, NH.

Salary will be determined by locality and class of vessel.

A two year Trial period may be required.

Applicant must be able to obtain and hold a US Passport.

Must be registered for Selective Service, if applicable [www.sss.gov](http://www.sss.gov)

Applicant must be a United States citizen of at least 18 years of age.

**PHYSICAL REQUIREMENTS:** Physical requirements in accordance with OMAO Medical Policy. USCG Medical Clearance examinations are required to include a pre-placement examination(s) as a condition of employment per OMAO policy. Position is subject to Health and Human Services (HHS) and Department of Transportation (DOT) randomized drug testing.

**SECURITY REQUIREMENTS:** Employee must obtain and maintain appropriate security clearance for the Second Cook position. Position is designated as a Safety-Sensitive.

Attend and successfully complete all mandatory training courses.

Be ready, willing, and able to physically perform the duties of this position.

Be ready, willing, and able to work in a shipboard environment and wear protective equipment.

NOTE: The tentative offer of employment will be rescinded if the selectee fails to report to any of the scheduled appointments - fails the physical examination, fails the drug test or unable to obtain the required security clearance.

## Evaluation Criteria

**Applicants who meet the minimum eligibility requirements described above will be further evaluated. Documented knowledge, skills, and abilities, education, training, and awards contained in the application package and resume will be reviewed and rated to determine the degree to which applicants possess the required knowledge, skills, and abilities listed below that are essential to perform the duties and responsibilities of the position for which applications are being considered.**

1. Knowledge of galley or commercial kitchen sanitation procedures.
2. Knowledge of management and receiving of provisions.
3. Ability to prepare proper meals based upon planned menus.
4. Ability to communicate effectively both orally and in writing.

## How to Apply

Applicants must submit their application through OMAO's Wage Mariner Hiring Portal.

Any questions may be directed to the Civilian Personnel Management Division via email at [moc.recruiting@noaa.gov](mailto:moc.recruiting@noaa.gov)

In addition to meeting the minimum conditions of employment, you will be required to scan and upload files of the following documents:

1. Front and back of United States Coast Guard Merchant Mariner's Credential (MMC), United States Coast Guard license, and STCW certificate.
2. Relevant professional certificates as applicable for this position i.e. American Culinary Federation (ACF), Environmental Protection Agency (EPA) Universal, Global Maritime Distress and Safety System (GMDSS), Security Plus, etc.
3. If you are a current or former federal government employee, a copy of your most recent Notice of Personnel Action (SF-50).
4. If you served in the U.S. military service, you must provide a copy of your Certificate of Discharge (DD-214) that shows the type of discharge you received. This information is located under the "Character of Service" block of your DD-214. If you are claiming 10 points or higher veteran's preference you must provide supporting documentation such as a completed Application for Preference (SF-15) [www.opm.gov/forms/pdf\\_fill/SF15.pdf](http://www.opm.gov/forms/pdf_fill/SF15.pdf).

Additional information on veteran's preference is available at <http://www.fedshirevets.gov/>

You will also be required to provide a copy of the VA Rating Decisions for 10point consideration.

5. Job related honors, awards, and special accomplishments; for example, military, government or recognized professional organizations related to the maritime field and performance awards. You will be able to upload and store versions of these documents in your secure online profile.

NOTE: It is the applicant's responsibility to ensure that the documents scanned and uploaded are legible.

Applicants may be interviewed prior to being selected for employment.

This vacancy announcement is open continuously with periodic cutoffs

## Note

**Failure to provide the required information requested for this position will adversely affect your eligibility.** Federal job applicants who make a false statement in any part of the application could be turned down for the job; removed after beginning work; or subject to fine, imprisonment (U.S. Code, title 18, section 1001), or other disciplinary action.

## Disclaimer

### **NOAA is an Equal Opportunity Employer**

All applicants meeting minimum qualifications will receive consideration without regard to race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

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